

Registration Form

2014 RECREATION CENTER PROGRAM REGISTRATION FORM

**Walk-In
Residents Only**
December 12
@ 7am

**Walk-in
Open**
December 13
@ 7am

**Online
Residents Only**
December 12
@ noon

**Online
Open**
December 13
@ noon

**Phone-In
Registration**
December 14
@ 7am

**Mail-In/Fax
Registration**
December 14
@ 7am

Please print and fill out registration information completely. *All phone & fax registrations must be paid by credit card.

Parent's Name: _____ Date ____/____/____

Mailing Address: _____

Home Phone: ____/____/____ Work Phone: ____/____/____

Cell Phone: ____/____/____

Email address: _____

☐ I have read and understand the refund guidelines.

☐ Check or Money Order made payable to: **City of Brighton**

Drivers License Number: _____ State: _____ Expiration Date: _____

Visa/Mastercard/Discover Number: _____ **Exp. Date:** _____

Signature: _____

Participants Name	Session #	Activity Name	Age	Birth Date Mo. Day Yr.	Sex	School Grade	Fee

Total Amount Due \$ _____

RELEASE FROM PARTICIPATION IN INHERENTLY DANGEROUS ACTIVITY

I, the participant and/or parent or guardian of participant understand that the activities registered for contain an element of danger. I agree to indemnify and hold the City of Brighton and any agencies involved in the activities and any of their servants, agents or employees free and harmless from any injury, damages, liabilities, loss, claim, cost or expense including attorney's fees which may result whether by negligence or otherwise. I am solely responsible for payment of all costs resulting from the rendering of medical aid and ambulance services to the participants, and I authorize that all necessary first aid steps may be taken as prescribed by qualified personnel.

****PARENT/PARTICIPANT SIGNATURE:** _____

-----FOR OFFICE USE-----

Date: ____/____/____ **Check #:** _____ **Visa/MasterCard/Discover** **Clerk:** _____

For Recreation Center information, please call (303) 655-2200 or visit www.brightonco.gov

Registration Information

5 Ways to Register

1 - In Person

Walk-In registration for Brighton residents takes place December 12, 2013 beginning at 7:00 am at the Brighton Recreation Center, 555 North 11th Avenue. Please bring proof of residency within legal city limits.

Open walk-in registration begins at 7:00 am on Friday, December 13, 2013

2 - By Phone

Phone-In registration will be accepted on December 14, 2013. We accept your Visa, MasterCard, or Discover. Please have the following information: participant's name, birth date, sex, address and phone number.

3 - By Fax

To register via fax, please complete the registration form and include your credit card information. Fax the form to the recreation center at (303) 659-9405.

4 - By Mail

To mail your registration, complete the form and send it along with your payment in the form of a check, money order (made payable to the City of Brighton) or your credit card information to:

Brighton Recreation Center
555 North 11th Avenue
Brighton, CO 80601

- Mail in registrations received before December 14, 2013 are not guaranteed early registration and will be processed at random as time permits after 11:00 am on December 14, 2013.
- Mail in registrations received on or after December 14, 2013 will be processed at random on a daily basis. We are not responsible for delayed mail.
- In the event that your class is filled, your check will be returned to you.
- Incomplete forms or insufficient payments will be returned.
- You are registered unless we notify you otherwise.

5 - Online

To register online, go to www.brightonco.gov & select "online" registration. In order to register online, we will need to have your email address already in our database. You will also need to know your "household" number, available on a receipt from the Brighton Recreation Center.

Online registration will be open to Brighton Residents starting at noon on December 12, 2013. Non-residents will be able to register on-line starting at noon on December 13, 2013.

Registration online will be available for Recreation Center programming including renewal of most passes. Personal training, private & semiprivate swimming lessons, reduced rates and corporate passes are not available online.

Payment by Check

The City of Brighton will charge a \$30.00 service fee for all checks not honored for any reason by the bank. Checks should be made payable to: **City of Brighton**

Refund Policy for City of Brighton Recreation Center

Refunds will be made according to the following guidelines:

- No cash refunds.
- If class is canceled by Recreation Center: 100% refund
- Refund requests must be received 5 business days prior to start of the program.
- Refunds of \$25 or less will be issued as household credit only. If participant cancels: refund will be assessed a \$5 service fee per activity unless refund is issued as a household credit.
- Refund request after the program has started: **NO REFUNDS**, except due to illness.
- Credit may be given if the participant is unable to participate due to illness. A doctor's statement must be presented in order to receive credit due to illness.

Waiting List Procedure

Waiting lists are a source of contact and do not guarantee you will receive a call back. You will receive a call back only if a space becomes available. If you ask to add your name to a waiting list for a closed class it:

- a. Provides us with a name and phone number in the event of a cancellation.
- b. Supplies us with names and phone numbers in case a new class is added.
- c. Does not limit you from registering for any other open class.

Class Cancellation Policy

When a class is cancelled, participants are given the option of transferring to another class, receiving a household credit or a refund check or credit to a credit card. Participants will be notified at least 24 hours in advance when classes are cancelled due to insufficient registrations. Refunds will be handled in accordance with refund policy.

Notice to Participants

Participants must realize that all classes / activities of a physical nature involve some risk and by registering for a Brighton Recreation Center class/activity of this nature, there is an assumption of risk by the participant. The City of Brighton Parks and Recreation Department is dedicated to providing safe facilities and equipment for all participants, as well as qualified staff. Every effort is made to ensure the safety of the participants and to provide them with first class recreational facilities, activities and parks.

In the event of a serious illness or accident it is the policy of the City of Brighton to:

- Contact 911 for emergency personnel for first aid.
- Reach the parent or guardian as soon as the situation allows.